

**BY ORDER OF THE COMMANDER
305TH AIR MOBILITY WING**



**AIR FORCE MANUAL 23-110, VOLUME 2,
PART 2, CHAPTER 10**

**MCGUIRE AIR FORCE BASE
Supplement 1**

1 APRIL 2004

Supply

RECEIPT PROCESSING OVERVIEW

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OPR: 305 LRS/LGRS (SSgt Beverly Walker)	Certified by: 305 LRS/CC (Maj Deborah S. Jacobs)
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AFMAN 23-110, Volume 2, Part 2, Chapter 10, is supplemented as follows: This supplement prescribes specific guidance for all McGuire AFB supply users/customers.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Changes have been made to bring this supplement into compliance with Air Force standards.

10.4.1. When available, electronic counting scales will be used for large quantity receipts. Scales are located in Cargo Movement Section.

10.4.1.2.1. Receiving will prepare a DD Form 1348-1A, **Issue Release/Receipt Document** for each line item.

10.4.1.3. Local Purchase receipt documents will be filed and maintained in the Receiving Element.

10.4.1.5.4. Remaining copies will be destroyed.

10.5.1.1. Tote box/hold bay location codes are assigned as follows:

10.5.1.1.1. (Added) Receiving Section - Alpha/Numeric, i.e., A03, B15, etc.

10.5.1.1.2. (Added) Mission Readiness Element – MRE.

10.5.1.1.3. (Added) War Readiness Element - WRE.

10.5.1.1.4. (Added) Equipment Liaison Office – ELO.

10.5.2. The Receiving Element will move all Due-Out Release (DOR) property for on-base organizations to the Vehicle Operations Section, Pickup and Delivery holding area. Pickup and Delivery will scan the bar code on the SATS ID label and then scan the temporary location bar code label located in the Vehicle Operations Section, Pickup and Delivery holding area.

10.5.4.2. All I102 management notices and property will be forwarded to Distribution Flight, Locator Section. Locator personnel will assign warehouse locations and store property within 1 workday of receipt.

10.5.4.3.4. The Receiving Section will move all notice to stock property to the Storage and Issue Section. Storage and Issue personnel will scan the bar code on the SATS ID label and then scan the temporary location bar code label located in the Storage and Issue holding area.

10.7.2.4. (Added) Receiving Section will route all 356 rejects, excluding MICAP requisitions, through Customer Service Stock Control. The results of their research, including the Routing Identifier loaded to the item record for budget code 8 J-receipts, will be provided to Receiving for appropriate receipt processing actions. Aircraft Parts Store will perform required research and process 356 rejects for MICAP requisitions. A log will be maintained reflecting Date, NSN, Requisition number, Budget Code, Depot and Action Taken ("J" dupe ship, etc.), and the approver's name.

10.15. Receipt of Property at Off-Base Locations. Procedures in paragraph 10.16 will be used to receipt property at off-base location.

10.26.1. (Added) Upon notification from Special Handling Section that reparable FSS property has been received; the Receiving Section will pick up the property and expeditiously process it to the appropriate maintenance repair shop.

10.34.3. Pilferable items will be stored in the Receiving Section security cage during receipt processing. After processing, assets going to stock will be delivered by Receiving personnel to the applicable stockroom or placed in the outlying warehouse tote box. Receiving will have warehouse personnel receipt for property on copy 3, DD Form 1348-1, **DOD Single Line Item Release/Receipt Document**, 1348-1A, Notice to Stock. If due-out releases exist for pilferable items, Receiving will annotate the pilferable logbook and have Pickup and Delivery sign for the item(s).

10.37.2. SF Form 364, **Discrepancy/Supply Discrepancy Report** will be used for local purchase discrepancies.

NOTE: The Inspection Section will initiate the SF Form 364, for local purchase receipts.

10.38.5. The Receiving Section will contact the Base Contracting Office to obtain the required documentation.

10.38.9.1. Pending receipt of an LPS, Post-Post actions will be initiated on priority 1-4 items.

10.38.9.3. Receiving Section will inquire the Base Contracting Standard Procurement System (SPS-1) to obtain information required to clear 317 rejects.

10.39.1.2.3. (Added) Supply Discrepancy Reports will be submitted and administered in accordance with the criteria outlined in AFJMAN 23-215, *Reporting of Supply Discrepancies*, paragraph E.

10.41.2. Supply Discrepancy Reports will be submitted and administered in accordance with the criteria outlined in AFJMAN 23-215, paragraph E.

10.41.2.1. The Decentralized Inspection Function will establish a SF Form 364 suspense file. It will be in date and serial number sequence.

10.42.1.4. Supply Discrepancy Reports will be submitted and administered in accordance with the criteria outlined in AFJMAN 23-215, paragraph E.

10.44. Unsuitable Substitute: Misidentified or Unserviceable Property. Supply Discrepancy Reports will be submitted and administered in accordance with the criteria outlined in AFJMAN 23-215, paragraph E.

10.45.3. Supply Discrepancy Reports will be submitted and administered in accordance with the criteria outlined in AFJMAN 23-215, paragraph E.

10A4.7.4. When less than three copies are available, receiving incheckers will reproduce the necessary copies.

JIMMIE C. JACKSON JR, Colonel, USAF
Commander, 305th Air Mobility Wing